

Retention and Classification Report

Agency: Department of Workforce Services. West Valley City Employment Center (3208)
2750 South 5600 West, Ste A
West Valley City, UT 84120
840-4400

Records Officer

24929 Client case files

AGENCY: Department of Workforce Services. West Valley City Employment Center

SERIES: 24929

3

TITLE: Client case files

DATES: 2002-

ARRANGEMENT: Alphabetical by client last name

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

RETENTION:

Retain 5 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 02/14/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 5 years after after case is closed and then delete.

APPRAISAL:

Administrative Legal